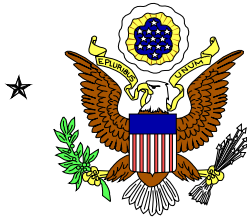


# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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★ **JOB OPPORTUNITY NUMBER: FY 16-001**

**POSITION: Mail Processing Clerk**

**LOCATION: Alexandria, VA**

**Opening Date: November 10, 2015**

**Closing Date: Open until filled.**

**Applications received by December 7 will receive first consideration.**

**CLASSIFICATION LEVEL/SALARY RANGE: CL 22 (\$27,783 – 34,759)**

**Actual starting salary dependent on qualifications.**

## **POSITION OVERVIEW**

The position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Alexandria Division. The mail processing clerk sorts, opens, inspects, processes, and delivers incoming mail for the U.S. District Court, the U.S. Probation Office, and the U.S. Marshals Service. Other duties include processing outgoing mail for the U.S. District Court, entering interpreter vouchers into the financial system, and assisting with room set up for meetings and other events. This position will be available in January 2016.

Wearing protective clothing while processing incoming mail is a requirement for the job. Work requires repetitive motion when opening mail, bending and stretching when sorting mail, and prolonged standing and walking when delivering mail. Lifting heavy mail bins, boxes, and other items is required.

## **DUTIES AND RESPONSIBILITIES**

Retrieves, sorts, and opens incoming mail for all courthouse occupants.

Delivers and retrieves mail for Court personnel, including the judicial staff. Also delivers and retrieves mail for Court's disbursing office and other federal agencies.

Verifies delivery of goods for acceptable condition and compares packing lists with purchase order documents for correct type, quantity, and condition. Notifies the custodial officer of new property upon receipt.

Endorses and records checks and money orders in mail log spreadsheet.

Processes all outgoing mail for the Clerk's Office including the delivery of UPS and FedEx packages to designated drop areas.

Operates a variety of mail equipment, including metered mailing equipment.

Provides accurate inventory of mail room supplies and ensures supplies are stocked on a timely basis.

Enters payment vouchers into the court financial system for contractual court interpreters. Records the payment information into the court's central interpreter database.

Assists with set up of conference rooms and other facilities for meetings and other events held on the premises. Moves other furniture/equipment throughout the courthouse upon request. Notifies the custodial officer of any property moves.

Prepares outgoing shipments to, and retrieves records from the Federal Records Center in the absence of the primary records clerk.

Assists other sections in the office as needed.

## QUALIFICATIONS

High school diploma or equivalent required. The successful candidate must be able to use good communication and customer service skills; and possess ability to work independently and to exercise good judgement. The incumbent must be flexible and work well with others. Ability to lift and move various items weighing up to 75 pounds is required. Experience with processing mail is preferred.

Additional requirements: Knowledge of computers and software to complete basic word processing, data entry, email, and keyboarding. Skill in using standard office equipment (telephone, copier, fax machine, scanners). Skill in keyboarding and data entry.

## BENEFITS

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service
- Optional participation in the Transit Subsidy Program

## CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## APPLICATION INFORMATION

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under "Related Links" on the Career Opportunities page of our website), and a list of references.

To ensure consideration, applications must be received **by December 7, 2015**. Submit electronically to: [JobAnnouncement@vaed.uscourts.gov](mailto:JobAnnouncement@vaed.uscourts.gov) Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

**The United States District Court is an Equal Opportunity Employer.**